

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

| | | | |
|----------------------------------|---|--|--|
| 2. SURNAME | BANZON | | |
| FIRST NAME | JOAN ROSEMARIE | | NAME EXTENSION (JR., SR) |
| MIDDLE NAME | ABERCA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/10/1984 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | BAYBAY, LEYTE | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street CAGBUHANGIN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541 |
| 7. HEIGHT (m) | 1.646 m | ZIP CODE | |
| 8. WEIGHT (kg) | 58 kg | | |
| 9. BLOOD TYPE | O+ | 18. PERMANENT ADDRESS | House/Block/Lot No. Street CAGBUHANGIN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541 |
| 10. GSIS ID NO. | 84111000076 | ZIP CODE | |
| 11. PAG-IBIG ID NO. | 1700-0030-1404 | | |
| 12. PHILHEALTH NO. | 13-000073896-5 | | |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | N/A |
| 14. TIN NO. | 943-258-060 | 20. MOBILE NO. | 09167159780 |
| 15. AGENCY EMPLOYEE NO. | V00570 | 21. E-MAIL ADDRESS (if any) | jbazon@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|-----------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | BANZON | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | JUN CARLO | NAME EXTENSION (JR., SR) | CRYSTAL RAVEN A. BANZON | 7/9/2007 |
| MIDDLE NAME | PELAYO | | CARLOS SANTINO A. BANZON | 9/4/2011 |
| OCCUPATION | ADMINISTRATIVE AIDE I | | | |
| EMPLOYER/BUSINESS NAME | LGU ORMOC | | | |
| BUSINESS ADDRESS | ORMOC CITY, LEYTE | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | ABERCA | | | |
| FIRST NAME | RENATO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | BETONIO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | VIRLY | | | |
| FIRST NAME | JOSEPHINE KATHLEEN | | | |
| MIDDLE NAME | ZAPANTA | | (Continue on separate sheet if necessary) | |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|-----------|-------------------------------------|--|----------------------|----|--|-------------------|--|
| | | | From | To | | | |
| | FRANCISAN COLLEGE OF THE IMMACULATE | | | | | | |

| IV. CIVIL SERVICE ELIGIBILITY | | | | | |
|-------------------------------|--|---------------------------|---------------------------------------|--|------------------------------|
| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |
| | | | | | NUMBER Date of Validity |
| | CAREER SERVICE PROFESSIONAL | 80.5 | October 17, 2010/ January 26, 2011 | EVSU Tacloban City / LNU Tacloban City | |
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(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

| 28. INCLUSIVE DATES (mm/dd/yyyy) | | POSITION TITLE (Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) | MONTHLY SALARY | SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT | STATUS OF APPOINTMENT | GOVT SERVICE (Y/ N) |
|-------------------------------------|------------|---|---|----------------|---|-----------------------|---------------------|
| From | To | | | | | | |
| 08/01/2021 | PRESENT | ADMINISTRATIVE AIDE VI | VISAYAS STATE UNIVERSITY | 16,200 | 06-1 | Permanent | Y |
| 01/01/2020 | 7/31/2021 | ADMINISTRATIVE AIDE IV | VISAYAS STATE UNIVERSITY | 13,807 | 04-2 | Permanent | Y |
| 01/01/2019 | 12/31/2019 | ADMINISTRATIVE AIDE IV | VISAYAS STATE UNIVERSITY | 13,214 | 04-2 | Permanent | Y |
| 01/01/2018 | 12/31/2018 | ADMINISTRATIVE AIDE IV | VISAYAS STATE UNIVERSITY | 12,674 | 04-2 | Permanent | Y |
| 01/01/2017 | 12/31/2017 | ADMINISTRATIVE AIDE IV | VISAYAS STATE UNIVERSITY | 12,155 | 04-1 | Permanent | Y |
| 03/01/2016 | 12/31/2016 | ADMINISTRATIVE AIDE IV | VISAYAS STATE UNIVERSITY | 11,658 | 04-1 | Permanent | Y |
| 01/01/2016 | 2/29/2016 | ADMINISTRATIVE AIDE IV | VISAYAS STATE UNIVERSITY | 10,985 | 04-1 | Permanent | Y |
| 03/01/2015 | 12/31/2015 | ADMINISTRATIVE AIDE III | VISAYAS STATE UNIVERSITY | 10,505 | 03-2 | Permanent | Y |
| 06/01/2012 | 02/28/2015 | ADMINISTRATIVE AIDE III | VISAYAS STATE UNIVERSITY | 10,401 | 03-1 | Permanent | Y |
| 03/01/2012 | 05/31/2012 | ADMINISTRATIVE AIDE III | VISAYAS STATE UNIVERSITY | 9,628 | 03-1 | Permanent | Y |
| 01/01/2012 | 02/28/2012 | ADMINISTRATIVE AIDE VI | VISAYAS STATE UNIVERSITY | 11,062 | | Casual | Y |
| 01/01/2011 | 12/31/2010 | ADMINISTRATIVE AIDE III | VISAYAS STATE UNIVERSITY | 10,133 | | Casual | Y |
| 07/01/2008 | 12/31/2009 | ADMINISTRATIVE AIDE VI | VISAYAS STATE UNIVERSITY | 9,204 | | Casual | Y |
| 07/01/2007 | 06/30/2008 | ADMINISTRATIVE AIDE VI | VISAYAS STATE UNIVERSITY | 8,367 | | Casual | Y |
| 08/16/2006 | 06/30/2007 | ADMINISTRATIVE AIDE VI | VISAYAS STATE UNIVERSITY | 7,606 | | Casual | Y |
| 11/16/2005 | 08/15/2006 | ADMINISTRATIVE AIDE | VISAYAS STATE UNIVERSITY | 4,000 | | Job Order | Y |
| 09/01/2005 | 11/15/2005 | ASSISTANT MANAGER | AQUA SERV REFILLING STATION | 3,000 | N/A | N/A | N |
| 07/01/2005 | 09/30/2005 | TRAINEE | GLOBELINES TELECOM | N/A | N/A | N/A | N |
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| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S | | | | | |
|---|---|---------------------------------|----|-----------------|---------------------------|
| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
| | | From | To | | |
| N/A | | | | | |
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(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED



(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|-----|--|--|------------|-----------------|---|--|
| | | From | To | | | |
| | Seminar-workshop on the Establishment of Records Center and Archival Systems | 09/13/2022 | 09/15/2022 | 24.0 | Technical | National Archives of the Philippines |
| | ISO Awareness and Re-awareness Seminar | 08/30/2022 | 08/30/2022 | 4.0 | Foundation | Office of the Director for Quality Assurance, Visayas State University |
| | Records Management Including HR Records | 07/14/2021 | 07/16/2021 | 24.0 | Management | Personnel Officers Association of the Philippines, Inc. |
| | Workplace Webinar 3 - Mental Health: Myths and Facts | 06/27/2021 | 06/27/2021 | 3.0 | Foundation | Department of Business and Management, Visayas State University |
| | Personal Equity and Retirement Account | 6/16/2021 | 6/16/2021 | 3.0 | Foundation | Economic and Financial Learning Office, Bangko Sentral ng Pilipinas |
| | Personal Financial Management | 6/15/2021 | 6/15/2021 | 3.0 | Management | Economic and Financial Learning Office, Bangko Sentral ng Pilipinas |
| | Coronavirus vaccine: Are you willing to take the shot? | 2/23/2021 | 2/23/2021 | 2.0 | Foundation | Department of Biotechnology and University Services for Health, Emergency and Rescue, Visayas State University |
| | Is COVID Vaccine Right For You? | 2/23/2021 | 2/23/2021 | 1.5 | Foundation | University of the Philippines Los Baños |
| | Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs | 3/5/2021 | 3/5/2021 | 2.5 | Foundation | College of Management and Economics, Visayas State University |
| | Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic | 12/02/2020 | 12/10/2020 | 24.0 | Management | Civil Service Commission |
| | ISO 9001:2015 Awareness and Re-awareness Webinar | 11/27/2020 | 11/27/2020 | 4.0 | Foundation | Office of the President Visayas State University |
| | HRMIS Webinar on Document Tracking System | 11/13/2020 | 11/13/2020 | 3.0 | Foundation | Office of the VP for Administration and Finance Visayas State University |
| | Strategic Marketing for Inclusive and Sustainable Agribusiness | 03/25/2018 | 03/25/2018 | 4.0 | Management | Department of Business and Management, Visayas State University |
| | Creating, Managing, and Distributing Wealth: Leading the Innovation Challenge | 02/16/2018 | 02/17/2018 | 16.0 | Management | SBE - International Conference on Business and Economy |
| | Strengthening the Management Practices of Barangay Hipusngo Farmer's and Fisherfolks Association (BAHIFFA) | 10/08/2017 | 10/08/2017 | 4.0 | Management | Department of Business and Management, Visayas State University |
| | Scholarships for Graduate Studies (SGS)-Higher Education Institution Information Session | 02/24/2017 | 02/24/2017 | 8.0 | Foundation | Commission on Higher Education Region VIII |
| | HIV in the Workplace Seminar | 12/09/2016 | 12/09/2016 | 4.0 | Foundation | Visayas State University |
| | Re-orientation of Department Office Secretaries | 11/15/2016 | 11/15/2016 | 4.0 | Foundation | Visayas State University |
| | Orientation-Workshop on AY 2016-2017 HEMIS Data Collection using the CHED Electronic Collection and Knowledge (CHECK) System | 09/09/2016 | 09/09/2016 | 4.0 | Technical | Commission on Higher Education Region VIII |
| | Orientation on AY 2013-2014 CHED HEMIS Data Collection and Knowledge Systems (CHECK System) | 07/25/2013 | 07/25/2013 | 8.0 | Technical | Commission on Higher Education Region VIII |
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|-------------------------------------|-----|--|-----|--|
| | MS OFFICE - WORD, EXCEL, POWERPOINT | | N/A | | VISYAS STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION |

| <p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
|---|--|--|---------|----------|------------------|-------------------------|----------|--------------------|-------------------------|-------------|-------------------|-------------------------|----------|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p> | | | | | | | | | | | | |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p> | | | | | | | | | | | | |
| <p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> | | | | | | | | | | | | |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>EDGARDO E. TULIN</td> <td>VSU, Baybay City, Leyte</td> <td>563-7067</td> </tr> <tr> <td>PACIENCIA P. MILAN</td> <td>VSU, Baybay City, Leyte</td> <td>09484992730</td> </tr> <tr> <td>MA. CLEOFE VELOSO</td> <td>RTC, Baybay City, Leyte</td> <td>335-4250</td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | EDGARDO E. TULIN | VSU, Baybay City, Leyte | 563-7067 | PACIENCIA P. MILAN | VSU, Baybay City, Leyte | 09484992730 | MA. CLEOFE VELOSO | RTC, Baybay City, Leyte | 335-4250 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| EDGARDO E. TULIN | VSU, Baybay City, Leyte | 563-7067 | | | | | | | | | | | |
| PACIENCIA P. MILAN | VSU, Baybay City, Leyte | 09484992730 | | | | | | | | | | | |
| MA. CLEOFE VELOSO | RTC, Baybay City, Leyte | 335-4250 | | | | | | | | | | | |
| <p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p> | | | | | | | | | | | | | |
| <p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: VSU ID</p> | <p style="text-align: center; font-size: 1.2em;">Alban</p> | <div style="text-align: center;">  <p>PHOTO</p> </div> <div style="text-align: center; margin-top: 20px;">  </div> | | | | | | | | | | | |